



## FIRST THINGS FIRST

*Ready for School. Set for Life.*

### Arizona Early Childhood Development & Health Board

#### ***Navajo/Apache Regional Partnership Council Meeting***

#### ***DRAFT Minutes***

##### **Welcome/Introductions/Call to Order**

The Regular Meeting of the Navajo/Apache Regional Partnership Council was held on Wednesday, September 12, 2012 at 3:00 p.m. at Northland Pioneer College Aspen Room 111, 1001 W. Deuce of Clubs, Show Low, Arizona, 85901.

Chair Mannis called the meeting to order at 3:07 pm.

Members attending: Kal Mannis, Leslie Meyer, Claude Endfield, Jeffrey Northup, Cathy Taylor, Betsy Peck, Kirk Grugel, Linda Thompson

Members absent: Margie Tapia, Kristalei Baskins

Others present: Kate Dobler-Allen, Virginia Turner, Krista Beazley, Kat Bunker, Sarah Nolan, Susan Brutschy, Laura Connery, Ken Ithiphol, Marina Beerli, DeAnn Davies, Rhonda Etsitty, Kathy Valencik, and Becky Benda-Dodd

##### **Member Report and Updates**

Member Endfield announced that the position for the Recruitment into the Field strategy was filled by Betsy Peck.

Member Grugel reported that he attended the FTF Evaluation and Research Plan webinar. He said it was informative but commented on the repeated use of the term granularity.

##### **Call to the Public**

None

##### **Disclosure of Conflicts**

Chair Mannis declared a conflict of interest related to the item #7 due to his employment with the Navajo County Education Service Agency.

##### **Discussion and Possible Adoption of August 8, 2012 Regular Meeting Minutes**

Chair Mannis asked for a motion regarding the adoption of the last meeting minutes.

Vice-chair Meyer moved the minutes from the August 8, 2012 regular meeting of the Navajo/Apache Regional Partnership Council be approved as presented. Member Endfield seconded. Motion passed.

##### **Review of 2012 Navajo/Apache Needs and Assets Report**

Chair Mannis introduced Susan Brutschy from Applied Survey Research (ASR). He stated that the Needs and Assets Report has already been approved by the Council, and this is a courtesy report from ASR. Ms. Brutschy introduced her staff, Laura Connery and Ken Ithiphol. She then acknowledged the help of Chair Mannis, Vice-Chair Meyer, Regional Director Dobler-Allen and everyone who helped with the report. She pointed out some of the most prominent points of the report including what she felt was one of the biggest changes:

- The economic downturn from 2008 forward. She said that the median income reported is well below what is required for families to get by without subsidy.
- More than 1 in 3 families in 2011 reported going without at least 1 basic need, and that many families are going without food.
- The family survey showed that what families listed as their most important needs are those items that FTF and N/A RPC are focusing on: child care, parent education and help getting their children ready for kindergarten.

### **Presentation, Discussion and Possible Approval of Lab School Strategy For State Fiscal Year 2013**

Chair Mannis recused himself from the discussion due to his disclosed conflict. Vice-chair Meyer conducted the discussion on this item. She requested that Regional Director Dobler-Allen report if any questions or comments had been received.

- Regional Director Dobler-Allen said that she had received questions regarding clarification of bullet point “will be inclusive to all children”; does that mean birth through 5 or through age 18?
- Other questions she received were regarding the bullet point regarding achieving a rating of 5 stars. She clarified that this statement refers to a Quality First 5 Star Rating.
- Also a question had been raised about “achieve national accreditation”, from which entity?

These questions were posed to the Council, and after some discussion it was decided to leave national accreditation as is. The Council agreed that all children should mean the First Things First determination of birth through the end of kindergarten as this is the age the Lab School will be focusing on. One other question regarding the location of the Lab School was raised and Ms. Benda-Dodd answered that there would be no location identified until the Lab School strategy is approved and moved forward, but there are several possibilities in the Show-Low, Lakeside-Pinetop area.

Vice Chair Meyer asked for a motion and Member Endfield moved that the Learning Lab Strategy be approved with the following changes: “will be inclusive to all children birth through the end of kindergarten”; “will work toward achieving a Quality First rating of 5 stars”; and that it be included in the Navajo/Apache Regional Partnership Council’s Funding Plan. She further moved that staff be directed to pursue an agreement with the Navajo County Education Service Agency for implementation of the Learning Lab for State Fiscal Year 2013 to be eligible for renewal for 2 additional fiscal years. Member Northup seconded. Motion passed with 7 yes and 1 abstention.

### **State Fiscal Year 2013 Navajo/Apache Regional Partnership Council Operational Plan Review**

Regional Director Dobler-Allen reminded the Council that this document is the report that drives the other reports that the Council receives. The Operational Plan is based on decisions the Council made a year ago while doing the strategic planning for SFY 13, 14, and 15. Using this as a guide will help the Council as they go through the line by line strategies in the budget planning for SFY14 and SFY15. When the Council finalizes the SFY14 Budget, the changes will be reflected in the Operational Plan.

### **Review, Discussion and Possible Approval of Navajo/Apache Regional Partnership Council Governance Policy**

Chair Mannis asked Regional Director Dobler-Allen to review the Regional Partnership Council Governance Policy. This policy was initially adopted in 2008, and a few minor changes have been made since. This policy governs the Council’s procedures and is reviewed every 2 years. Regional Director Dobler-Allen was asked if she knew of any changes that need to be made and she reported that the important change regarding conflict of interest was made two years ago and there is nothing else requiring attention at this time. Member Taylor moved that the Navajo/Apache Governance Policy be approved as presented. Member Grugel seconded, motion passed.

### **Regional Director’s Report**

#### **Monthly Report**

Regional Director Dobler-Allen provided her schedule for August and September. She also reported that there are several reports and projects coming up and she will provide the information to the council as she receives it. She reminded everyone of the upcoming Grantee Coordination meeting on September 26, 2012 in Snowflake and invited everyone to attend. She informed the Council of the upcoming meetings and presentations that she will be attending and presenting.

#### **Financial Reports**

Regional Director Dobler-Allen presented the current financial reports. She stated that all the reimbursements are in and nearly all are processed so there will not be much change for SFY12 year end. She did mention that there is an over expenditure on community outreach that will be addressed in October. There is also a large amount un-expended for Care Coordination however the reimbursement request has been submitted and will be reflected in the funding plan summary for October.

The Contract Detail Report shows the expenditures at a strategy level so the Council can track these expenditures more closely.

#### **FY 2012 Quarter Four Data Report**

This is a strategy by strategy report that provides information on how each strategy is performing. It also provides information on strategies that this council does not fund but receives the benefit from such as the Helpline, Parent Kits, and Reach Out and Read.

#### **FY 2012 Quarter Four Narrative Report Summary**

The Narrative report is provided by the grantees to provide highlights and explanations of the data reports for their contract. Regional Director Dobler-Allen provided a few excerpts from reports provided for SFY 2012 quarter 4.

## **2012 Regional Partnership Council Survey Summary Report**

Regional Director Dobler-Allen provided the results from the Regional Partnership Council Survey. This is done each year to see how the work is going, and how staff is doing. Overall the Councils are satisfied with their experience with FTF. There are a few areas where more focus may be needed such as community awareness. There is improvement in how the Councils perceive the work of the Board, and also in the performance of the staff.

## **Community Outreach Report**

Regional Director Dobler-Allen provided the August Community Outreach Report. She pointed out some of the items that the Community Outreach Coordinator has been doing such as attending Health Fairs and Lion's Club meetings. There was discussion about attendance at the County Fairs and we do have partners who will be providing First Things First materials at the fairs. Member Northup reported that Summit Healthcare will be at future parades including the Light Parade, and they are working with the Community Outreach Coordinator so that First Things First can be represented.

## **General Discussion**

Chair Mannis asked if anyone had anything else to add and Member Grugel reported that he has arranged for Ida Rose Flores to attend his Best for Babies Court Team on October 30<sup>th</sup> from 11:00 am to 1:00 pm at the County Complex in Holbrook. He invited all interested Council Members to attend.

## **Adjourn – next meeting scheduled for October 10, 2012 in Snowflake**

Chair Mannis stated there was no further business and Member Endfield motioned to adjourn, Member Taylor seconded, motion carried and meeting was adjourned at 5:09 p.m.

## **ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD**

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**Kalman Mannis, Chair**

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**Kate Dobler-Allen, Regional Director**